

**KELLER WILLIAMS REALTY
REFERRAL INFORMATION FORM**

SECTION 1 - RECEIVING OFFICE	SENDING OFFICE
TO: Agent:	FROM: Agent:
Firm Name:	Firm Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Business Phone:	Business Phone:
Home Phone:	Home Phone:
Fax Phone:	Fax Phone:

SECTION 2 - SELLER INFORMATION	
Seller Name:	When to make initial contact:
Address:	Property address to be listed:
City/State/Zip:	
Business Phone:	
Home Phone:	Additional Helpful Information:
Fax Phone:	

SECTION 3 - BUYER INFORMATION	
Buyer's Name:	New Employer:
Address:	Address:
City/State/Zip:	City/State/Zip:
Business Phone:	Position and Approximate Salary:
Home Phone:	Must home be sold first?
Fax Phone:	Company buyout?
Preferred Location:	Cash Available for Purchase and Closing Costs:
Size and Type of Home Desired:	Contact Buyer at this no. first: By this date:
Price Range: \$	Expected Arrival Date: Moving Date:
Number in Family:	Comments:
Adults:	
Children: Age:	
Age:	
Age:	

SECTION 4 - REALTOR'S ACCEPTANCE OF REFERRAL	
Prospect's Name:	Comment:
Date Contacted:	
Date of First Appointment:	
WE ACCEPT THIS REFERRAL, AND WHEN THE SALE IS CONSUMMATED, WE AGREE TO SEND ____%. (OF THE GROSS COMMISSION) REFERRAL FEE. WE WILL ENCLOSE DETAILS OF THE SALE WITH THE CHECK.	

Receiving Sales Associate Signature: Date: / /	Receiving Broker's Signature: Date: / /
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- PLEASE PHOTOCOPY FOR COPIES -

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1. **Sending Agent Procedures**

Contact the chosen agent to see if he or she can provide the service in which you are interested. If you do not know an agent in that Market Center, it may be necessary to speak with the Team Leader to seek assistance in selecting a receiving agent. Be sure that the agent is completely familiar with the area the customer has indicated or where you have a potential listing.

Confirm the referral fee. The customary referral fee among agents in KELLER WILLIAMS® Realty is 20% of the side of the transaction. (20% of the gross listing or selling side of the commission. For a lease referral, there is usually not a referral fee associated with a lease referral. If the amount is substantial, you can negotiate the fee.

Complete your portion of the referral form and send two copies to the agent.

Give a copy of the referral form to your Team Leader.

Follow-up with the customer to make sure the agent has contacted him and is satisfied with the receiving agent.

2. **Receiving Agent Procedures**

Upon receiving the referral form, contact the customer.

Complete your portion of the referral form on each copy. Return one copy to the sending agent and retain one copy for your records. Be sure to include a copy of the contract pending file when a sale is consummated.

Give a copy to your Team Leader.

3. **Completing the KELLER WILLIAMS® Realty Referral Information Form**

SECTION 1 - RECEIVING OFFICE/SENDING OFFICE: This identifies the receiving/sending agents. This portion should be completed by the sending agent.

SECTION 2 - SELLER INFORMATION: This is used when sending out a listing referral. This portion should be completed by the sending agent.

SECTION 3 - BUYER INFORMATION: This contains data about the customer. It should be completed by the sending agent.

SECTION 4 - REALTOR'S ACCEPTANCE OF REFERRAL: This should be completed by the receiving agent and returned to the sending agent.